

COURT LOCATION _____
EMPLOYEE STATE REIMBURSEMENT LOG¹

Name:		Month:	
Telephone Number Calls Placed From:			

Credit Org	Reimburse	Totals
Enter Org to Reimburse _____	Photocopy/Printed Page _____ @ .05	\$
Enter Org to Reimburse _____	Fax Pages _____ @ .25	\$
Enter Org to Reimburse _____	Long Distance Telephone Charges	\$
	Grand Total	\$

Utah State Courts Accounting Manual Policy, Purchasing Section
Personal Use – Telephone, Fax, and Photocopy

1. **Employees are discouraged** from using State Court equipment to place personal long **distance** calls, send/receive personal faxes, or make personal photocopies. **When such usage is necessary**, the use must be reported to the person in the employee's organization who is responsible for monitoring those expenses. Long **distance** calls should be held to the absolute minimum, as personal calls not only utilize court equipment, but state time. The employee must reimburse the organization for all expenses associated with any such usage. Cellular phones are included in this policy.
2. No international calls or faxes are permitted without written permission of the Clerk of Court or Division Director.
3. Funds paid to the State Courts under this policy are considered a refund of expenditure and are to be deposited in the appropriated expenditure account. The funds must be properly reported and deposited to the revenue bank account.
4. Costs: Long **Distance** calls—actual cost
 - a. Long Distance calls - actual cost
 - b. Photo copy--\$.05 per page
 - c. Printed page--\$.05 per page
 - d. Fax— \$.25 cents per page, local or long distance incoming and outgoing.

PROCEDURE:

1. Make a copy of the log sheet.
2. During the month, log personal phone calls made on an office telephone (review your monthly FINET telephone bill for the office phone used to verify the cost). Your Budget Support Staff can provide you the monthly invoice detail for your office telephone.
3. Fax and photo copy counts may be recorded on the back of the form throughout the month.
4. Within a week after the end of the month, turn in the completed log sheet to _____ with your cash or check payment. Make checks payable to: **Local District (Receipt Through Case Management System) or the AOC (Mail the Payment for receipt and deposit).**
5. A receipt must be issued including the org(s) listed on the form and a copy provided to the employee.

¹ Human Resource Policy, Code of Personal Conduct, Section 500 9.2.5, "the employee must pay for the cost of consumables and other attendant expenses (diskettes, paper, etc.)."